

Professional and Managerial Branch
Water Utilities Administration Group
Registered Engineering Series

WATER SYSTEMS MANAGER

04/88

CHARACTERISTICS OF THE CLASS:

Under general direction, directs the construction, maintenance and repair of the water distribution and sewage collection systems and the construction of capital improvements; and performs related work as required.

EXAMPLES OF DUTIES:

Plans, assigns, directs and coordinates the functions and activities of personnel engaged in the construction, installation, maintenance and repair of the water distribution system pipelines, valves, fire hydrants and related facilities; assures that field water meters are properly maintained; investigates and adjusts complaints concerning inadequate water pressure; assures that customers are notified when water service will be disconnected for preventive maintenance; investigates and reports damages caused by malfunctions of the water distribution system.

Directs the construction and installation of new sewer lines and sewer manholes by utility personnel; supervises the elimination of line stoppages, sewage lines cleaning, preventive maintenance program and the closed circuit television inspection of the sewage collection system.

Assures compliance with E.P.A. and state standards and regulations; plans and supervises the implementation of a preventive maintenance program; directs the installation of new customer service taps and maintains service connections; assures maintenance of records and logs of completed jobs; investigates, assesses and prepares report on damages to utility property and equipment; assists supervisors in the preparations of a five-year capital improvement program; prepares the annual budget; requisitions personnel, supplies, materials and equipment; prepares and submits reports to keep management informed of the operation of the construction and maintenance division.

Advises supervisors in the training of personnel; enforces safety rules, practices and procedures; enforces personnel rules and regulations, standards of conduct and work attendance; plans, assigns, reviews and evaluates the work of subordinate personnel; trains and develops assigned personnel.

Minimum Qualifications

Training and Experience: Graduation from an college or university with a Bachelor's Degree in Civil or Sanitary Engineering or closely related field with not less than eight years of progressively responsible experience in a water utility; including four years in a progressively responsible supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of the methods, practices and procedures utilized in the repair, maintenance and construction of water distribution and sewage collection systems; comprehensive knowledge of the design and engineering aspects and functions of the water distribution and sewage collection systems; comprehensive knowledge of E.P.A. standards and requirements concerning water and sewage; comprehensive knowledge of the uses of the equipment and tools utilized in the repair, maintenance and installation of water distribution and sewage collection systems; comprehensive knowledge of the hazards encountered in the installation, maintenance and repair of water distribution and sewage collection systems; comprehensive knowledge of safety rules, practices and procedures.

Ability to plan, direct, supervise and coordinate the work of assigned personnel; ability to train, instruct, review and evaluate the work of assigned personnel; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to enforce safety working practices and procedures; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely both orally and in writing; ability to make sound decisions; ability to maintain files and prepare reports.

Physical Requirements: Mobility within and office and field environment; exposure to unpleasant working and weather conditions; operation of a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License; "B" Water Certificate of Competency must be obtained after appointment in compliance with Article 4477-1, Section 20 (a) of Vernon's Texas Statutes; registration as a professional engineer in the State of Texas.

Director of Personnel

Department Head